

Course work for Renewal of Apprentice and Out-of-State Teacher Licenses:

1. Course work must be upper division (junior, senior or graduate); however, computer and foreign language courses may be taken at any level. Renewal credit must be granted as semester/quarter hours earned at an accredited post-secondary institution.
(Note: Professional Development hours, workshop hours or Continuing Education Units are not acceptable)
2. Correspondence course work is allowed.
3. Courses must be completed with a grade of "B" or a 3.0 average on a 4-point grading scale. Pass/Fail course work is acceptable only if the grade point equivalent is indicated on the transcript.
4. The course must satisfy one of the following criteria:
 - a) The course must be in professional education(education or psychology), or
 - b) The course must be in current area(s) of endorsement, or
 - c) The course must be acceptable for credit toward and additional endorsement area. A statement must accompany the renewal application attesting to your intent to earn that endorsement, or
 - d) The course may be in areas of need identified by evaluation utilizing the State Local Model for Evaluation, or State Board of Education approved substitute. A letter signed by your evaluator must accompany the renewal application attesting to need for the course. The evaluation must predate the course taken for renewal.

The following experience is acceptable toward renewal of Apprentice and Out-of-State Teacher Licenses:

1. Verified administrative, supervisory, and teaching experience in a public school operated by a local education agency in the United States and its possessions.
2. Verified administrative, supervisory and teaching experience in non-public schools approved by recognized accrediting agencies. (Accrediting or approval agencies are the State Departments of Education and/or Southern, Middle States, North Central, New England, Northwest, and Western Associations of Schools and Colleges.) The burden of proof rests with the individual.
3. Employees of the Tennessee Department of Education who held a valid Tennessee license during the period of employment for which experience is requested.
4. Verified administrative, supervisory and teaching experience in a college and/or university as full-time employee (paid full salary) and as a voting member of the faculty. The institution must be accredited by recognized accrediting agencies. (Accrediting agencies are Southern, Middle States, North Central, New England, Northwest and Western Associations of Schools and Colleges.) Graduate assistants are excluded. The burden of proof rests with the individual.
5. Educators who enter active military service while possessing a valid Tennessee teacher's license may have years of service added to the period of validity of the license. Experience is earned on a year for year basis to maximum of four (4) years. The educator must be discharged from military service before such experience may be applied toward this extension.
6. Verified administrative, supervisory and teaching experience in Kindergarten through twelve grade schools or any combination thereof operated by the United States Government either within or outside of the United States.
7. Verified teaching experience of teachers in public schools (K-12) on a foreign exchange basis.